Shipments of your publication to the warehouse will be accepted beginning Monday, 1 April 2019 and should be labeled as follows:

Offshore Technology Conference  
COMPANY NAME - Publication Cubicle Materials  
c/o Freeman  
9258 Park South View Ste: 100  
Houston, TX 77051

If shipping to the warehouse, to avoid additional after deadline charges, materials must arrive to the warehouse by Wednesday 17 April 2019

Shipments sent to show site should be labeled as follows:

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Houston, TX 77054

Shipments to show site must not arrive prior to 8:00 a.m., Monday, 29 April 2019. Shipments arriving prior to this date will be refused.

Even if other shipping labels are required, such as custom slips, make sure that the address on all material is designated for the PUBLICATION AREA. If your materials are not shipped care of Freeman, we cannot guarantee the proper disbursement of the materials.

We request that each carton of your materials contain 50 pounds or less; however, to facilitate shipping, larger cartons containing smaller cartons will be accepted. Exceptions will be made for tabloids, which may be bundled.

Best Regards,

Hadley McClellan  
Senior Manager, OTC